

**PERSONNEL BOARD AGENDA**  
**Monday, May 17, 2010 - 6:00 p.m.**

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson, Eddie Garcia, Vice-Chairperson, Ann Infante, Member, Beatriz Sosa, Member, and Grecia Ferro Ameneiro, Member

**ELECTIONS**

Request to hold **Elections** for the positions of Chairperson and Vice-Chairperson.

**AGENDA**

1. Request to approve the minutes of the April 12, 2010 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received April 2010:
  1. Oscar Garcia                      Construction & Maintenance Department
  2. Charles Fradley                  Construction & Maintenance Department
  3. Ricardo Chavez                  Fire Department
  4. Marco Gonzalez                  Fire Department
  5. Harold F. Estrada                  Fire Department
  6. Rick Jackson                      Fire Department
  7. Lazaro Lima                        Fire Department
  8. Osmany Chenal                    Fleet Department
  9. Humberto Galvis                  Fleet Department
  10. Miguel Martinez                  Fleet Department
  11. Jackie Pinckney                  Information Systems
  12. Yarelis Chavez                  Parks & Recreation
  13. Donald E. Duhart                  Police Department
  14. Vanecia Floyd                    Police Department
  15. Lara Pierre                        Police Department
  16. Manuel Montalvo                  Police Department
  17. Luis Quiñones                    Police Department
  18. Carlos F. Lopez                  Purchasing Department
  19. Isabel Guzman                    Water & Sewers Department
  20. Jose Rodriguez                    Water & Sewers Department
3. Report of **Leave Without Pay** List for April 2010.
4. Report of Civil Service **Appointments** for April 2010.
5. Report of Civil Service **Resignations** for April 2010.

6. Report of **Maternal/Paternal Leave** for April 2010.
  1. David Alvarez              Police Department
  2. Emil Mendez              Police Department
7. Report of **Leave of Absence** for April 2010.
  1. Aaron Guerrero              Police Department
8. Request to certify eligibility list for **Applications Technician**.
9. Request to certify eligibility list for **Data Entry Supervisor**.
10. Request to certify eligibility list for **Domestic Violence Victim Advocate**.
11. Request to certify eligibility list for **Identification Technician Supervisor**.
12. Request to certify eligibility list for **Information Systems Clerk**.
13. Request to certify eligibility list for **Information Systems Technician**.
14. Request to certify eligibility list for **Intelligence Analyst**.
15. Request to certify eligibility list for **Mailroom Assistant**.
16. Request to certify eligibility list for **Program Manager - General Grants Administration**.
17. Request to certify eligibility list for **Program Specialist I - Employment and Training Case Manager**.
18. Request to certify eligibility list for **Property Supervisor**.
19. Request to certify eligibility list for **Small Appliance & Air Conditioning Mechanic Apprentice**.
20. Request to certify eligibility list for **Spray Technician**.
21. Request to certify eligibility list for **Stockroom Aide**.

22. Request to certify eligibility list for **Systems Application Engineer.**
23. Request to certify eligibility list for **Systems Developer.**
24. Request to certify eligibility list for **Training Supervisor.**
25. Request to certify eligibility list for **Utility Billing Specialist.**
26. Request to conduct a Civil Service examination for the **Community Development Representative** position with the following criteria:
  - a. In house
  - b. 100% Written
  - c. Must obtain a minimum score of 70% on the written examination to be placed on the eligibility list.

Copy of job description and eligibility list are attached.  
Range 45 - \$903 - \$1714 Bi-weekly
27. Request to conduct a Civil Service examination for the **Concessions Operator (Recreation)** position with the following criteria:
  - a. In house
  - b. 100% Written
  - c. Must obtain a minimum score of 70% on the written examination to be placed on the eligibility list.
  - d. Merge names from current eligibility list.

Copy of job description and eligibility list are attached.  
Range 43 - \$790 - \$1457 Bi-weekly
28. Request to conduct a Civil Service examination for the **Lead Mechanic** position with the following criteria:
  - a. In house
  - b. 60% Oral
  - c. 40% Education/Experience
  - d. Must obtain a minimum score of 70% on the oral examination.
  - e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of **new** job description is attached. (No eligibility on file.)  
Range 48 - \$1056 - \$2127 Bi-weekly
29. Request to approve the **new** job description for the position of **File Room Coordinator Trainee.**

30. Request to hear **Unfinished Business.**

30a. Request to conduct a civil service examination for the **Program Specialist I - Housing/Real Estate** position with the following criteria: **(TABLED AT THE APRIL 22, 2010 PERSONNEL BOARD MEETING)**

- a. In-house
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum score of 70% on the oral examination.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of **new** job description is attached. (No eligibility list on file.)

Range 46 - \$941-\$1819 Bi-weekly

31. Request to hear **New Business.**

**NEXT PERSONNEL BOARD MEETING: "June 7, 2010"**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.